



RECREATION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the operations of a major Recreation section or program within the Community Services Department and to supervise the operation of related facilities and staff.

Supervision Received and Exercised:

Receives direction from Recreation management Staff.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

When assigned to Recreation:

- Develop, establish, implement, monitor and meet objectives, goals and vision for the section of the Recreation Services Division
- Prepare comprehensive reports and facilitate presentations to the Department Manager concerning operation issues; makes presentations to committees, Parks Board, citizen groups, council and external organizations.
- Develop work standards and work expectations in the section. Monitor employee performance and development plans. Attend program events and activities and discuss improvements. Develop work standards for all activities, programs and section facility operations; monitor maintenance of facilities in coordination with the custodial and facility maintenance divisions.
- Oversee Intergovernmental Agreements between the City, local school districts, county and state jurisdictions; develop and implement monitoring system to oversee communications between City staff, school district employees, and ASU on all

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Reviewed July 1995

Revised December 1997

Revised November 2000 (Range and Title Change)

Revised April 2007 (Duties)

Revised August 2007 (Recreation duties)

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Revised Feb 2011 (Driver's license requirement)

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Recreation Manager (continued)

intergovernmental agreements; coordinate with city attorneys on intergovernmental agreement issues. Senior programs and after-school clubs

- Monitor and ensure program compliance with pertinent city, county and state laws, rules and regulations and licensing standards; consult with city attorneys on facility and program issues regarding recreation facilities. Maintain awareness of new developments and legal requirements impacting services; incorporate into existing programs as needed. DHS-kitchens, DDD-adapted recreation, City/State-deadly weapons.
- Supervise, promote, implement and evaluate recreation activities/programs and the operation of recreation centers and facilities in area of assignment.
- Plan, prioritize, assign, supervise and review the work of staff involved in recreation/program activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for recreation activities; implement policies and procedures.
- Evaluate operations and activities; recommend improvements and modifications; prepare weekly and monthly reports on section operations and activities.
- Participate in budget preparation and administration for section; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate section activities with those of other departments and outside agencies and organizations; work with City engineering staff in the design, review, and construction of capital development and improvement projects; coordinate computer related functions with Information Systems Division.
- Implement and administer contracts for specialized recreation programs and classes.
- Ensure program compliance with pertinent laws, rules, regulations, and licensing standards.
- Maintain awareness of new developments in recreation; incorporate as appropriate into programs.

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- Coordinate the development and preparation of programs, events and facilities marketing materials including news releases, flyers, pamphlets and brochures.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Maintain close contact with school officials and community groups regarding program offerings and coordination of services and facilities.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected.
- Plan, implement, schedule, and evaluate special events and activities relating to the program to which assigned.
- Purchase necessary equipment and supplies; initiate bids for equipment and supplies; prepare bid specifications and requisitions.
- Administer and revise contracts for concessions and private recreational organizations.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

When assigned to Recreation Administration:

(Includes all the duties listed above, in addition to the following :)

- Participate in annual operating, capital and City budget preparation and administration; conduct fiscal/economic impact studies and cost/benefit analyses; coordinate the preparation of Recreation manuals and comprehensive and timely budget documents.
- Advise management and the department on budget problems, policies and procedures and assist them in the maintenance of proper budgetary controls.

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Recreation Manager (continued)

- Design and conduct surveys; economic impact studies and prepare proposals on financial and staffing requirements; design, develop and perform various independent statistical and research studies to monitor economic processes affecting the budget.
- Supervise and oversee coordination of Recreation public information program. Work with Communication & Media Relations Director and oversee department needs for media relations, including serving as liaison with media; approving, editing and preparing press releases and conducting media interviews; providing public information both proactively and in response to information requests.
- Plan and supervise Recreation communications, advertising, public relations, public information and public involvement plans. Ensure that all projects comply with the City's Mission and Values.
- Oversee coordination of the production and distribution of a wide variety of printed and electronic materials, including oversight of web pages, annual reports and public information collateral materials.
- Develop and maintain relationships with a variety of community organizations and stakeholders including the business community, Arizona State University, school districts, Tempe Chamber of Commerce, Tempe Convention and Visitors Bureau, Downtown Tempe Community.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in the implementation and coordination of recreational programs and activities, public relations, and/or marketing according to the requirements of assigned area, including two years of supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in recreation administration, marketing, business administration, public administration, education, family studies, social work, or degree related to the core functions of this position.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

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Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 411

Status: Exempt/ Classified

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